

Report of Classification Abuses

1. Applicability -- Individual submissions are required from each Department, (Agency or other organizational unit) shown in Section 2(A) and (B) of Executive Order 11652. Departments are also required to obtain and forward information on abuses occurring on projects or programs undertaken by contract.
2. Form or Format -- Use form ICRC #2, "Classification Abuses," in submitting this report. (See attached sample.) Where information is obtained from contractors, form #2 may be used as a transmittal document to avoid the cost of transcribing the data.
3. Report Basis and Scope -- A classification abuse is identified as an unnecessary classification, an over or under-classification, or failure to assign the proper downgrading and declassification schedule; or improper application of classification markings. It specifically applies to placing a document in an exempt declassification category except as provided in the cited Executive Order or NSC Directive. A classification abuse also includes any classification action by an individual not authorized in writing to exercise appropriate classification or exemption authority, or the improper delegation of such. All classification abuses becoming known during the reporting period to an appropriate Departmental official shall be reported.
4. Frequency and Due Date -- The report shall be submitted to ICRC no later than fifteen calendar days after the end of each quarter.
5. Report Medium -- Submit typewritten report.

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6. Copies and Distribution -- Forward one copy of the report to ICRC and retain copies required for Departmental use.
7. Classification -- This is an unclassified report.
8. Procedural Instructions for Completing the Form -- Complete the prescribed form (ICRC 2) using the guidelines and definition contained in paragraph 3. As a minimum, include the date, organizational unit, location, name and title of authorized (or unauthorized) classifier; describe the classification abuse and state corrective measures taken to prevent recurrence.

NATIONAL SECURITY INFORMATION OR MATERIAL
CLASSIFICATION ABUSES

DEPARTMENT (or Agency)

Approved For Release 2002/05/10 : CIA-RDP77-00389R000100060016-3

Definition - A classification abuse is an unnecessary classification, or an over or underclassification of a document; failure to assign the proper downgrading and declassification schedule; or improper application of classification markings.

It specifically applies to placing a document in an exempt declassification category except as provided by Executive Order

11652 and the NSC directive governing the classification downgrading, declassification and safeguarding of National Security information. A classification abuse also includes any classification action by an individual not authorized in writing to exercise appropriate classification or exemption authority, or the improper delegation of such.

Instructions - Report each classification abuse according to the following minimum requirements:

1. The date, organizational unit, location, name and title of authorized (or unauthorized) classifier.

2. Details of the classification abuse.
3. State corrective measures taken to prevent recurrence.
4. Attach additional sheets or exhibits as necessary.
5. Submit report on ICRC form #2 no later than fifteen calendar days after the end of each quarter.

DESCRIPTION OF INCIDENT

CHAIRMAN, DEPARTMENTAL REVIEW COMMITTEE (Name, Title, Signature)

PERIOD ENDING (Day, Month, Year)

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